

Example 4.1a

Standard Title: **ARCHEOLOGIST**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ ***General Function Statement***

Archeologists conduct field and laboratory investigations, make independent determinations of the significance of archeological sites, and develop recommendations for testing and salvage mitigation involving expenditure of public and private funds.

◆ ***Organization Relationship***

Director, Unit Head or Other Executive/Administrator
Associate Director/Assistant Director
Archeologist
Technical, Clerical Support Staff

◆ ***Request for Exemption under Criterion: D***

◆ ***Typical Responsibilities***

1. Conduct archeological investigations and make determinations of the significance of archeological resources in areas to be impacted by development projects.
2. Recommend additional mitigation, curation of materials and records, library and archeological records research.
3. Formulate test excavations and evaluate material recovered from excavation sites to provide information upon which to evaluate site significance.
4. Determine whether or not further work is required which involves the expenditure of public or private funds.
5. May serve in leadership capacity; e.g., Senior Archeologist, functioning as a project director, with responsibility for supervision of lower-level Archeologist.

Example 4.1a

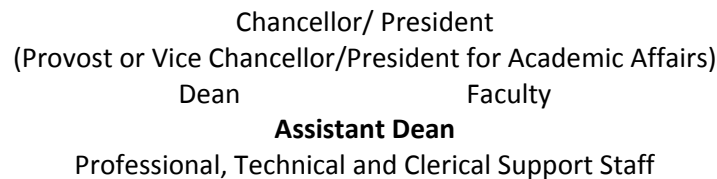
Standard Title: **ASSISTANT DEAN**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ **General Function Statement**

The Assistant Dean provides administrative support of a dean or associate dean, and may direct the operations of an office or program within the unit. The Assistant Dean may be responsible for a wide range of support services or may focus on a specialized area. The Assistant Dean provides leadership and exercises independent judgment.

◆ **Organization Relationship**



◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Administrative affairs, such as assisting in general administrative planning and resource allocation; providing administrative assistance to the dean; overseeing financial and business services, financial management, budget preparation, control of funds; overseeing personnel, space, and equipment management and operational policies and procedures; developing annual and ad hoc reports, maintaining data base and providing expertise, analysis and interpretation of studies and data to develop and establish policy; representing the office on standing or selected ad hoc committees.
2. Academic affairs, such as implementing academic policy; overseeing the curriculum; assisting with accreditation review documentation; coordinating with other units; managing course catalogs, timetables, examination schedules; preparing program proposals for the IBHE or the Vice Chancellor/President for Academic Affairs; providing leadership for continuing education programs, workshops, seminars. May teach and pursue independent scholarly research.
3. Research activities, such as overseeing contracts and grants review, negotiation and approval; coordination of interdisciplinary research programs; integrating research programs with academic programs.
4. Student services, such as monitoring student progress, enforcing academic standards, reviewing petitions, and appeals; providing academic counseling and remedial programs; overseeing placement programs for residencies, fellowships, and internships with affiliated institutions; directing career placement and graduate placement services; acting as advocate for student concerns and needs with the faculty and administration.
5. External affairs and development, such as acting as liaison with outside agencies and industry; developing outreach efforts, special projects, conferences; preparing brochures and

Example 4.1a

publications representing the academic unit; responsibility for alumni relations and annual fund raising efforts.

Example 4.1a

Standard Title: **ASSISTANT DEPARTMENT HEAD/CHAIR**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ **General Function Statement**

Under administrative supervision, provides support to a department head/chair, serving as a staff advisor and performing professional support tasks.

◆ **Organization Relationship**

Department Head/Chair Faculty
(Associate Department Head/Chair)
Assistant Department Head/Chair
Professional, Technical, and Clerical Support Staff

◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Assist in the development and implementation of programs, policies and objectives related to the unit, and assist the department head/chair with overall management.
2. Participate in the development of programs, departmental objectives and long-range planning.
3. May be responsible for direct supervision of specific operational areas or functions within the unit.
4. Provide overall leadership on special projects for the department head/chair.
5. Serve as an expert in a specific area, providing reports, analyses, information, and recommendations to the department head/chair. Provides advice and expertise to campus and university units, interpreting policies of the unit.
6. May be responsible for overall leadership and coordination for program development, or administrative and financial operation of the unit.
7. Act as liaison to campus and university units and assist with evaluation of policies and compliance with them.

Example 4.1a

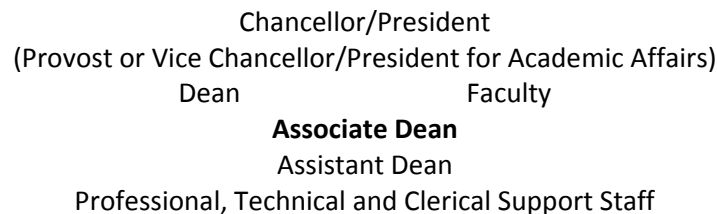
Standard Title: **ASSOCIATE DEAN**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ ***General Function Statement***

The Associate Dean provides administrative support of a dean who is the chief executive officer of an academic unit engaged in instruction or research, or a major unit engaged in a programmatic aspect of the campus/university mission. Exercises independent judgment, and handles a highly diversified mixture of responsibilities in one or several specialized areas. May represent or assume authority for the unit in the absence of the dean.

◆ ***Organization Relationship***



◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Administrative affairs, such as evaluating, formulating, and implementing policy for allocation and utilization of resources; responsibility for facilities and space utilization, administering activities for recruiting and hiring faculty and staff; formulating fiscal policies, developing procedures and systems for budget review and expenditure control; advising and working with department or unit heads to establish and implement policies and procedures relating to the unit/campus/university; serving on campus-wide committees.
2. External affairs, such as coordinating and strengthening relationships with corporations, foundations, federal and state funding agencies, alumni, parents, the media, and the general public; acquiring external funds for facilities and major equipment; developing agreements with external institutions relating to academic and research programs.
3. Research and academic affairs, such as conceptualizing and developing long range and strategic plan; developing and evaluating the curriculum, overseeing accreditation and certification requirements; stimulating research; supervising collaborative education or research programs. May teach and/or pursue independent scholarly research.
4. Student services, coordinating recruitment, admission and retention programs, overseeing student support services and student life programs.

Example 4.1a

Standard Title: **ASSOCIATE DEPARTMENT HEAD/CHAIR**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ **General Function Statement**

Provides primary support to a department head/chair, and may act for and assume full direction for an office or for administrative or operational matters in the absence of the department head/chair.

◆ **Organization Relationship**

Department Head/Chair	Faculty
Associate Department Head/Chair	
Assistant Department Head/Chair	
Professional, Technical, and Clerical Support Staff	

◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Serve as primary advisory to the department head/chair regarding overall programs, management and operations of the unit, with major program development, supervision and policy-making responsibility.
2. Assist with the management of resources, determination of staff functions, and setting operating policies for the unit. Review and initiate programs and operations that commit office resources, establish policies relating to utilization of office resources.
3. Coordinate and facilitate organizational, financial, programming, and physical planning.
4. Exercise direct authority for development and administration of programs and special projects.
5. May directly supervise sections or divisions of the unit, with responsibility for setting and implementing operational policies and procedures for handling daily administrative matters, such as finances, facilities, and staffing.
6. Provide authoritative, detailed professional and technical knowledge in a relevant field of expertise.
7. Coordinate with unit sections or divisions to develop policy recommendations for the department head/chair.
8. Act as liaison to campus and university departments and represent the department head/chair on committees.
9. May have primary responsibility for day to day operations of the unit.

Example 4.1a

Standard Title: **DEAN**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ ***General Function Statement***

The Dean functions as the chief executive officer of a major unit engaged in programmatic aspect of the Campus/University mission. Responsible for administration and execution of the unit's policies.

◆ ***Organization Relationship***

Chancellor/President
Provost or Vice Chancellor/President
Dean
Associate and Assistant Deans

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Provide leadership, direction, and overall administration for the development, coordination, and implementation of programs, activities, and professional services.
2. Formulate, initiate, implement, and interpret policies relating to the operation of the units.
3. Establish goals and objectives for the units reporting to the Dean's Office.
4. Responsible for planning, evaluation, staffing, and resource allocation for all units reporting to the Dean's Office.
5. Communicate with and serve as a resource to colleges, departments, campus offices, community organizations, regarding services and issues.
6. Serve on committees as assigned.

Example 4.1a

Standard Title: **DEPARTMENT HEAD/CHAIR**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ ***General Function Statement***

Responsible for the administration and execution of policies of a department or unit engaged in a programmatic aspect of the campus/university mission.

◆ ***Organization Relationship***

Chancellor/President
Provost or Vice Chancellor/President
Dean
Associate and Assistant Deans
Department Head/Chair

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Provide leadership, direction, and overall administration for the development, coordination, and implementation of programs, activities, and professional services.
2. Formulate, initiate, implement, and interpret policies relating to the operation of the units.
3. Establish goals and objectives for the department/unit.
4. Direct the staffing by overseeing recruitment, training, and management of work assigned to professional and support staff.
5. Oversee financial aspects of unit management, including control of the budget and allocation of resources.
6. Interface with advisory committees, serve on campus or University committees, communicate and consult with other offices or campus officials when appropriate.